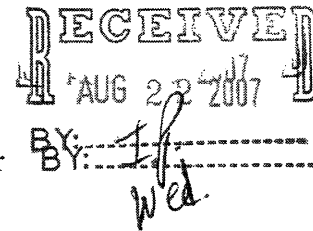


July 20, 2007



TO: Adolfo Garcia, Library Director
Pharr Memorial Library
121 E. Cherokee St.
Pharr, TX 78577

FROM: Deborah Littrell *DL*
Director, Library Development Division

SUBJECT: Universal Service Program, Library Technology Plan Approval

Lorenzo de Zavala
State Archives and
Library Building

P.O. Box 12927
Austin, Texas
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Edward Seidenberg

*Making
information
work
for all
Texans*

Thank you for submitting a Universal Service technology plan to the Texas State Library and Archives Commission.

You will find the Schools and Libraries Division (SLD) certification checklist for technology plans attached. Please keep these two documents on file for audit purposes. The SLD may follow up with an audit at the administrator's discretion.

The SLD requires that a library have a technology plan in place for the entire period the library is receiving discounts or reimbursements from the Universal Service Fund. The revision of your library's plan is your responsibility, so please submit your revised plan before the existing plan expires. When you apply for the Universal Service discount next year, if you feel that your library's technology plan needs to be updated, please resubmit the revision. We will then send you another letter of certification with an updated expiration date. This certification status of the plan may be found at <http://www.tsl.state.tx.us/ld/funding/techplanstatus.html>.

Please be aware that the Texas State Library & Archives is not able to certify a technology plan beyond three years. Technology plans may cover a longer time frame, but certification will expire at the end of the three years.

Your technology plan has been approved and will expire after December 31, 2009.

enclosure

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Technology Plan

The Technology Plan Shows How Technology Will Improve Education or Library Services

The first step for most schools, school districts, and libraries that intend to apply for E-rate discounts is to prepare a technology plan. This plan sets out how technology will be used to achieve specific curriculum reforms or library service improvements. It guides planning and investment - both for E-rate funds and for the other resources needed to take advantage of technology.

A technology plan designed to improve education or library services must contain the following five components:

- ▶ Clear goals and a realistic strategy for using telecommunications and information technology
- ▶ A professional development strategy to ensure that staff know how to use these new technologies
- ▶ An assessment of the telecommunication services, hardware, software, and other services that will be needed
- ▶ A sufficient budget to acquire and support the non-discounted elements of the plan: the hardware, soft-ware, professional development, and other services that will be needed to implement the strategy
- ▶ An evaluation process that enables the school or library to monitor progress toward the specified goals.

Before discounts are provided to applicants, an SLD-certified technology plan approver must approve their technology plans. Applicants can locate SLD-certified approvers by using a search tool available on the web site. However, applicants who seek discounts only for basic local and/or long distance telephone services (wireline or wireless) need not prepare technology plans.

Related Documents:

- ▶ [Technology Plan](#)
- ▶ [FCC Form 470](#)
- ▶ [FCC Form 471](#)
- ▶ [Funding Commitment Decision Letter](#)
- ▶ [FCC Form 486](#)
- ▶ [Invoicing](#)
- ▶ [Records Retention](#)
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Content Last Modified: December 4, 2003

Technology Plan for the

Pharr Memorial Library, Pharr, TX

(library name and city name)

From: 2007/01/01 To: 2009/12/31
(starting date, year/month/day) (ending date, year/month/day)

This is a suggested format. You may use your own format if you need more space; please include the same information requested here.
You may wish to contact your System Coordinator or consultant for assistance or examples.

Mission Statement: What is the mission statement for this library?

The Pharr Memorial Library strives to promote the love of reading and serve as a gateway to knowledge for our community.

Current Technology: What is the current level of technology in this library? List computing and telecommunications resources currently in use.

Qty	Description	Use
1	Cisco PIX 515E Firewall	Firewall
1	Cisco 3800 Series Router	Internet traffic router
2	3Com 10/100 switches	Network Switch
1	Cisco 4507R Catalyst Switch	Network Switch
1	Dell PowerEdge 2850	E-Mail Server
3	Dell PowerEdge 4000	Network File Servers
1	HP ProLiant DL100 Storage Server	Network File Server
2	HP ProLiant DL140	DNS/Print/File Servers
2	Electronics Line DVR Server	Surveillance System Digital Video Recorders
1	Lightspeed Internet Appliance	Internet Filter / Firewall
4	APC SmartUPS 3000	Network Battery Back up
46	Dell Optiplex GX270	Patron / Staff Computers
14	Dell Optiplex GX270 Form Factor	Patron / Staff Computers
4	Gateway E4300	Children's Game computers (No Internet)
8	Dell Optiplex SX260 Form Factor	Patron / Staff Computers
3	Gateway Profile4	Staff Computers
6	Cisco Aironet 1200 Series WAP	Staff / Patron Wireless Access Points

Future Technology:

1. What is the desired future level of technology in this library? 2. What specific hardware and software, telecommunications, and information technologies (such as access to the Internet, remote databases, distance learning, web-based catalogs, reference services, etc) are you planning to acquire and implement? (Your System Coordinator or consultant may have checklists or other materials to assist in responding to this question.)

Our future technology plans include many additions and improvements to what we currently have. They also involve adding a possible branch library with computer/Internet access.

Our main focus will be getting Wi-Fi available to our patrons using either a hardware or software solution. In addition to that, we also plan on adding stations where the patrons can access power for a laptop if needed. The solution that we are looking for will allow us to limit when the wireless access will be available, as well as keeping track of how many people are using our service.

We also plan on purchasing archiving equipment. We plan on digitizing and archiving some of our old newspapers and school yearbooks and make them available in our library. The purchase of a large capacity storage server and the software to make the files accessible in an easy manner for our patrons will make this possible.

Our computer classroom is another one of our focus areas. We plan on purchasing some new machines that will have Windows Vista installed as well as the newest Microsoft Office software to use in our Computer Classes. These will replace the Windows XP machines that we currently have in our classroom. With this we will be able to offer classes on the latest software that is available and give our students the best opportunity to learn whether for business or pleasure.

In addition, we also plan to begin offering services specifically targeting young adults. Services include video game tournaments, newsletters put together by the young adults, and computer classes with topics young adults would be interested in such as photo editing, desktop and web publishing, and creating their own video games. This will involve purchasing video game capable computers which will be shared with the Computer Classes, and the games, as well as purchasing video game consoles and televisions so that the young adults will have access to playing them during gaming tournaments. We will also be purchasing the necessary software to teach them about photo editing and publishing.

Timeline: What are the planned dates to implement this desired future level of technology in this library? List the approximate dates when you expect to reach important milestones in your technology implementation.

January – May 2007 – Purchase and install new servers. Two general services servers, and one storage server.

June - December 2007 – Purchase new computers for the computer classroom, and purchase and install Wi-Fi solution to make wireless Internet service available to the public. Begin purchasing and installing equipment for young adult services.

January – February 2008 – Begin process of digitizing local history files. Begin services for young adults.

March 2009 – Finish digitizing local history files, and implement the software to make our local history files available to the public

April 2009 – Have history files available to the public.

Budget: 1. What are the approximate costs of this desired future level of technology? 2 How does the library plan to secure the necessary funds for each technology component, i.e., what are the *sources* for these funds?

Equipment	Cost
Storage Servers	\$ 10,000.00
Document/Picture Scanners	\$ 6,000.00
Classroom Computers	\$ 13,000.00
Classroom Software	\$ 9,000.00
Classroom Equipment	\$ 10,000.00
Wi-Fi Gateway Equipment / Software	\$ 8,000.00
Computer Games	\$ 5,000.00
Gaming Consoles	\$ 2,000.00
Televisions	\$ 10,000.00
Desktop/Web Publishing and other misc. software	\$ 20,000.00
Equipment for young adult services (cameras, video cameras, etc...)	\$ 10,000.00
Upgrades for Network Equipment	\$ 1,000,000.00
Total	\$ 1,103,000.00

Some of the funding from this would be provided directly by the city. Another portion of the money would come from outside funding such as donations. The rest of the money would be from any available grants.

The City of Pharr has already made available \$9,000 for maintaining our equipment and software.

Education and Training: What are this library's plans to accomplish the training necessary for **staff and patrons** to use the desired technology effectively? What types and sources of training will this library participate in?

The Pharr Memorial Library currently provides different levels of computer training for our patrons and staff. We provide basic to advanced computer classes, as well as software specific training. The scheduling of our training and regular computer classes is done by the Computer Services Department, and when possible be taught by them as well.

Staff is periodically evaluated on their knowledge and proficiency in using the technologies being planned. After these evaluations supervisory staff makes decisions as to whether more training is necessary. These trainings are provided not only to library staff, but to city staff as well. Staff is always encouraged to attend outside trainings as well that are provided by Hidalgo County Library System, South Texas Library System, TSLAC and others not provided by any library system.

The Computer Services Department is also responsible for providing training for the public. This is done in a classroom setting in our computer classroom, or on a one to one basis outside of the classroom when time, space, and equipment allows.

Technology Integration:

How will this library integrate the use of these technologies into the services it provides for its users?

The Pharr Memorial Library will integrate these new technologies in to services such as faster more secure Internet access. We will also be able to provide patrons that already own a laptop with wireless access the ability to use them at the library while still giving us the ability to secure our network from unauthorized access, and the ability to track who is using our Internet service.


The new servers will allow us to digitize our local history files, and make them accessible to the public. Our plans also include indexing the digitized files to make them searchable and easy to use. They will also allow us to run our own e-mail services without relying on an outside group, giving us the ability to be more flexible with our e-mail accounts as our library grows or reorganizes.

Evaluation Process: 1. How will this library evaluate the success of this plan? 2. How will you determine if the technology plan was successful in meeting the goals of your institutional plans? 3. How frequently will you update the plan?

The library will evaluate its progress on this plan by having a review every six months, by the Library Director and the Computer Services Supervisor, along with any other staff involved in the integration of the new technologies. At the mid-year review it will be determined how the Library is coming along in its goals for the year. If necessary the group will then decide how it needs to proceed to accomplish its goals or suggest any changes that may be needed to the plan. At the end of year review, the group will determine if it accomplished its goals for the year. The group will also update the plan as necessary to include new ideas, or more clearly define its goals set for the next year. To determine if we have met our goals, we will be using survey forms to gauge what, if any, impact these new services have had for our patrons. In addition we will be using the reports available to us from our software or hardware solution to our Wi-Fi access to determine usage.

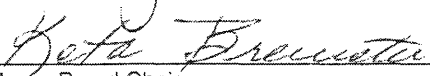
This Technology Plan has been reviewed and submitted on behalf of this library.

Signatures:



Library Director

7/19/07
Date



Library Board Chair

7-19-07
Date



As Applicable: Mayor, City Manager, County Judge, or School Superintendent (Circle appropriate title)

7-23-07
Date

FOR USE BY THE TEXAS STATE LIBRARY

This plan has been reviewed and certified by the Texas State Library.
This certification will be effective for the term of this plan, but not to exceed three years.

Approved by Texas State Library

Date

This certification expires _____

(7/17/00)